

“Air Force Club Scholarship Program Tips”

- **Using information listed in HQ AFSVA/SVIC message 081045Z Mar 00, and Services Web Page, prepare a 1-page fact sheet to hand out or mail locally to members inquiring about the program.**
- **Work with local marketing staff to engineer a solid plan to publicize the program.**
- **Use winning Air Force and base-level essays from the calendar year 1999 scholarship competition, as examples.**
- **With unit leadership approval, appoint a base-level panel to review scholarship essay contest entrants and select two base-level nominations**
- **Minimize the scope of text submissions, i.e., each nomination package (personal information and essay) should not exceed two pages single-spaced with double spacing between paragraphs.**
- **When evaluating essays, concentrate on: "How well is essay theme described and/or reinforced?" "How well does essay presentation portray originality and/or inspire confidence in the Air Force and Air Force clubs?"**
- **Acknowledge receipt of all essay competition submissions, and advise each one competing for the scholarship that the base will notify them of nomination selection/nonselection when base-level competition has been decided.**
- **Since competition is open to entire membership, clubs are encouraged to offer base-level competition participants/winners promotional incentives, i.e., meal coupons, merchandise discounts, prizes, etc.**
- **Keep the following key dates in perspective:**
 - **Cutoff date for submissions to base: 15 Jul 00**
 - **Cutoff date for receiving the two (2) base-level nominations at HQ AFSVA: 10 Aug 00 (means bases must allow sufficient mailing time in advance of that date or use an overnight mail service).**
 - **HQ AFSVA will announce all three (3) scholarship winners NLT 1 Oct 00.**